

6 March 1979

Classification Review Procedure

CRP 79-16

REF: RRP 78-22
CRP 79-9
CRP 79-10
~~CRP 80-5~~

Composition of Titles for Documents Without Titles

1. Reviewers are beginning to encounter a considerable number of documents, such as letters, cables, and some memos, that have no titles. Some have subject lines, however, which should be used as a title and should be recorded exactly as it is written. Follow the instructions in RRP 78-22 for expansion if the subject line needs additional information to make it meaningful.

2. If there is no subject line, the reviewer should compose a title including sequentially the last name of the addressee, the name of his firm or agency as given in the document and the last name of the sender separated by slash marks. If an office designation is used in place of an addressee name, use that. In the absence of either a last name or office designation, first names may be used. Use a maximum of 36 spaces for recording this portion of the title. The remaining 36 spaces will be used for a parenthetical entry concerning the subject of the correspondence. (See examples attached.) *See DOs and DON'Ts security precautions in CRP 80-5.*

General Reminders on Titles:

1. Refer to CRP 79-9 for instructions on drafting titles for ☐ case files. Refer to CRP 79-10 for instructions on drafting titles for ☐ daily diaries.

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2. All information not actually in the title as given in a document must be enclosed in parentheses so as not to interfere with the computer's matching ability. It follows, therefore, that any title composed in its entirety must be enclosed in parentheses--except in the case of those for which a specific format has been devised, such as letters and ☐ daily diaries.

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*Changes added
per Sec/CRD memo
dated 6 April 1982.
JL*

3. Information added for clarity should be added at the end of the title, because the computer stops matching when it hits the first parenthesis.

4. All contrived titles or additions to existing titles should reflect the substance of the document.

5. The portion of a title within parentheses need not adhere strictly to punctuation, and abbreviations are permissible.



Chief,
Classification Review Group

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